

## DE FOI/2023-0012

### Request

- 1. How much does it cost to administer and send letters relating to overpayments of teachers' Pay / Pension?**
- 2. How many overpayments of teachers' pay / pension per year are you having to administer each year?**

### DE Response

- 1. How much does it cost to administer and send letters relating to overpayments of teachers' Pay / Pension?**

Three letters are sent for each overpayment, an initial letter and two reminders. These letters are sent using our mailing service at a cost of £0.512 per small letter. Three letters total £1.54 per overpayment. In some cases, overpayments are dealt with through email.

- 2. How many overpayments of teachers' pay / pension per year are you having to administer each year?**

In the last 3 calendar years we have administered an average of 315 overpayments per year.